



Community Building & Collaborative tool management - Internship in Los Angeles

Are you looking for an opportunity to build your expertise in California, either in person or remote? Belwest Chamber of Commerce is offering a unique opportunity for interested candidates to build their experience through 6-month internships at the epicenter of Los Angeles' transatlantic business community.

Who are we?

Belwest is the Belgian-Luxembourg Chamber of Commerce for the western states. We support all businesses—whatever their size or location—with international expansion services, effective networking, advocacy, and more. Belwest helps our members set up and grow their business across the U.S and beyond and identify tailored business opportunities in the heart of Europe. We are your reliable partner, leveraging our network, forging meaningful business relationships, and guiding businesses of all sizes towards more opportunities for success.

Join us at this key moment to help us lay our foundation and build the future of our unique business community.

Whether you decide to join us in person or remotely, you will have the flexibility to share your expertise and skills while learning new ones and enjoying the culture and effervescence of our engaged and growing team.

Your missions

Benchmarking

- Research and provide a detailed analysis of collaborative tools at other chambers
- Identify the best features that create real added value for members
- Produce a report summarizing this research, providing relevant insights and a recommendation

Technical feature research

- Assess what features Belwest wants to offer to our members
- Produce a report summarizing these features
- Prioritize these features and define a timeline for setting them up

Solution sourcing

- Research and identify potential tool providers that fit Belwest's needs
- Schedule demos, take notes, and rank potential partners
- Produce a cost analysis for each solution
- Produce a report comparing solutions and recommending the best options for final selection

Testing and implementation

- Set up and manage the testing phase
- Handle feedback and change requests (tickets)
- Follow up until implementation is final

Throughout the internship: Provide competitive intelligence and regular insights, communicate with the team on at least a weekly basis, participate in group meetings to provide progress reports.

Requirements & Assets

Fluency in English is required.

Fluency in Dutch is an asset.

About this opportunity

This is an unpaid internship opportunity lasting between 4 and 6 months.

Schedules are based on interning 4 days per week (flexible).

Interns may be fully in-person, remote, or hybrid.

Contact

Send resume and cover letter to contact@belwest.org